



DEPARTMENT OF REAL ESTATE  
Equal Opportunity Employer  
*Job Opportunity*

Deputy Commissioner, DRE  
Los Angeles  
*Permanent — Full-time*

The Department of Real Estate has an opening in its Los Angeles Subdivisions Budget Review Section for a Deputy Commissioner. This position is permanent, full-time. The Department is located at 320 W. 4th Street, Suite 350, in downtown Los Angeles.

***Duties of the position may include:***

- Review, analyze and in some cases physically inspect common interest subdivisions and Enforcement cases involving Subdivision violations to ensure compliance with appropriate state statutes, codes, etc.
- Prepare comprehensive reports, detailed deficiency correspondence, case analysis or a formulated approval analysis.
- Analyze complex alternative assessment schemes relating to master associations.
- Prepare monthly production and status reports using a personal computer.
- In person or by telephone, meet with developers, budget preparers, attorneys, licensees or other parties relating to projects.
- Do independent and special projects for the department, other agencies, and/or in conjunction with federal agencies.
- Testify as an expert witness.
- Perform other duties as required.

***Required/Desirable qualifications:***

- Ability to gather, analyze, interpret data and make sound decisions.
- Ability to identify/evaluate issues and apply appropriate laws and regulations.
- Ability to cultivate effective working relationships with others.
- Ability to communicate effectively with others at all levels in and out of the organization.
- Ability to write comprehensive reports which detail deficiencies and clearly affirms expectations.
- Ability to work under pressure and within mandated timeframes.
- Ability to organize and manage workload.
- Knowledge of California Real Estate Law and the Subdivided Lands Act is helpful but not required.
- Strong fiscal, budgeting and/or accounting background is helpful but not required.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependability and reliability.
- Excellent attendance.

<b>SALARY:</b>	Range A	\$2774 – 3157	Range C	\$3609 – 4350
	Range B	\$3232 – 3709	Range D	\$3964 – 4773

**Who may apply:** Current State employees at the Deputy Commissioner level, those individuals transferable to the class, and individuals with Deputy Commissioner list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus on your application and include a copy of your notice.**

***Submit Applications to:***

Michele Walton, Personnel Services  
Department of Real Estate  
2201 Broadway, P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0796 or CALNET 498-0796

***For information on the position contact:***

Lou Hauger – Managing Deputy Commissioner III  
Los Angeles District Office  
(213) 576-6848 or CALNET 8-649-6848

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

**FINAL FILING DATE: February 8, 2006**

**Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.**

**Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>.**

**Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.**